

# Exhibit FF

## Certification of Compliance Instructions

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### **MOHCD Process for Monitoring the Certification of Compliance (CDLAC):**

- Projects that received CDLAC Allocation prior to December 31, 2016 are required to submit a yearly Certification of Compliance I.
- Projects that received CDLAC allocation after December 31, 2016 are required to submit a yearly Certification of Compliance II until the Project is completed, and then every 3 years thereafter.
- The Asset Management Team will send the Borrower an email reminder each January 15<sup>th</sup> stating that the Certification of Compliance form is due to MOHCD on February 1<sup>st</sup>.
  - This preformatted email will contain a list of instructions on how to complete the certification and an attached draft copy of the certification.
- Upon receipt, the Asset Manager should review the Certification of Compliance for completeness, ensuring that all fields are completed. If information is missing or incorrect, the Asset Manager will work with the Borrower to remedy the issue prior to submitting the final certification to CDLAC.
- The Certification of Compliance is due to CDLAC annually on March 1<sup>st</sup>. MOHCD intends to send a complete package of all certifications to CDLAC one week early.
  - The Asset Management Team reports receipt of the Certification of Compliance via CDLAC's Issuer Self Certification of Compliance System:  
*<https://cdlaonline.treasurer.ca.gov/Account/Login.aspx?ReturnUrl=%2f>*

When the Certification of Compliance for a particular Project is finalized and submitted to CDLAC, the Asset Manager will update the proper file in the Asset Management Database to reflect the same